

Updates on COVID-19 and Court Operations

Staffing Guidance for Court Clerks during a Pandemic
or Public Health Emergency



CDC: [Coronavirus Disease 2019 \(COVID-19\)](#) ▪ Kentucky Public Health: [COVID-19](#) ▪ KCOJ: [COVID-19 and the Courts](#)

Update for April 3, 2020

Supreme Court Clerk, Court of Appeals Clerk and Circuit Court Clerks:

50/50 staffing schedule for offices of circuit and appellate clerks extended through May 1

The Supreme Court issued a new [order](#) today extending the 50/50 staffing schedule for the offices of circuit and appellate clerks through May 1. The original order was announced March 19 and was to end April 10.

During the pandemic, we want to reduce the risk to court clerks and their deputies who are our front-line employees and have more contact with the public than nearly anyone in the court system.

The 50/50 staffing schedule allows circuit and appellate clerks to divide their workforce into teams so that they can rotate when they will be at work in two-week blocks. The team that is not at work is on “special leave,” an emergency status under which they will continue to be paid as if at work. That means that deputy clerks will not be required to use personal leave. The Supreme Court [order](#) grants deputy clerks the use of up to 37.5 hours of special leave in any two-week period.

I appreciate your flexibility as we continue to make necessary changes to keep court personnel safe and well.



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